

Request for absence during term time



Taking a holiday during term time means that children miss important school time – both educationally and socially. Before completing this application parents/carers are asked to consider the effect on their child's continuity of education.

PLEASE BE ADVISED THAT IF A CHILD'S ATTENDANCE DROPS BELOW 90%, THIS WILL TRIGGER A RESPONSE FROM BOTH THE SCHOOL AND THE LOCAL AUTHORITY.

All absence during term-time, other than for illness or another previously-agreed reason, will now be recorded as unauthorised and will affect your child's attendance record. It is vital however, that you still inform the school that your child will be away, as the safety of our pupils is of the utmost importance to us and time is spent establishing the whereabouts of children absent without reason.

Name of pupil: Class:

Date of proposed absence: First day of absence

Last day of absence

Number of school days to be missed:

Please state the reason for absence during school time:

Signature of parent/guardian _____ Date _____

PLEASE REMEMBER – No holiday will be authorised by the school/governing body.

OFFICE USE ONLY: Number of days already taken this academic year:

Attendance thus far this academic year: